

Department of Early Learning

Policy Title:	10.2.1 Revocation of a License		
Procedure:	See Attached		
References:	WAC 170-151-090; 170-151-097; 170-295-0100; 170-296-215; 170-296-0450; 170-296-460 RCW 43.215.300; 43.215.305		
Applies To:	Licensing Staff	Contact:	Quality Division
Effective Date:	2/1/09	Review Date:	2/1/11 Created on: 2/1/08
Reviewed:	<input checked="" type="checkbox"/> Licensing SAM's	<input checked="" type="checkbox"/> Asst. Director Quality	<input checked="" type="checkbox"/> LPART
Other Review (list)			
Director Approved:	Karen Svedt		

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term "child care facility" is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize the agency decision-making process when revocation of a child care facility's license is indicated under Washington state law and administrative code (regulations). Expectations of DEL personnel are clarified in this policy and its accompanying Revocation Procedure.

Policy

- I. The DEL Director or designee(s) shall review and approve, deny, or request further documentation regarding the agency's recommendation to revoke a child care facility's license. A license is in effect unless it is revoked or the facility voluntarily closes, relinquishment of a the license, a summary suspension is given for an interim period, or a denial of a licensing renewal application

- II. When repeated, numerous or serious non-compliance with Washington state law and regulations are reported, observed and documented and the health and safety of children in a licensed child care facility is deemed, in the professional judgment of DEL personnel, to be in jeopardy, DEL personnel will adhere to all components of the attached Revocation Procedure.

- III. In addition to adherence with all components of the Revocation Procedure, DEL personnel are expected to:
 1. Professionally, accurately and in a timely manner prepare for a revocation, as outlined in the Revocation Procedure;
 2. Respectfully communicate with the child care facility, providing accurate information about the Revocation Procedure and the child care facility's rights and responsibilities;
 3. Respectfully communicate with parents or legal guardians, to the extent possible, notifying them that the Revocation Procedure is underway; and
 4. Access legal counsel when appropriate and approved by supervisory personnel.

Department of Early Learning

- IV. In instances where imminent danger of harm to children necessitates immediate action that does not allow for the Agency Revocation Procedure to be adhered to, the DEL Director or designee(s) *may* approve summary suspension of a child care facility's license as an interim measure to protect the health and safety of children. The DEL Summary Suspension Policy and Procedure must be followed in these instances. (See Policy 10.2.2 Summary Suspension and its companion Summary Suspension Procedure.) When a summary suspension is initiated, DEL personnel, when appropriate, seek to either assist the provider in correcting the issues **or** begin the process of revocation.
- V. DEL personnel will adhere to and take action in accordance with the decision of the DEL Director or designee(s).

Attachments

Revocation Procedure

Revocation/Denial Recommendation Form

Notice of Revocation of Family Home License Legal Letter

Notice of Revocation of Child Care Center License Legal Letter